

STATE OF INDIANA – COUNTY OF CLARK  
IN THE CLARK CIRCUIT AND SUPERIOR COURTS

---

**Notice of Proposed Local Rule Amendment  
for the Courts of Record of Clark County  
June 1, 2011**

---

In accordance with Trial Rule 81(B), the Clark Circuit and Superior Courts hereby give notice to the bar and the public that the Courts propose to amend the local rule concerning the form and style of pleadings at **LR 10-AR 00-4**. All new text is shown by underlining and deleted text is shown by ~~striketrough~~.

In accordance with Trial Rule 81(B), the time period for the bar and the public to comment shall begin on June 1, 2011 and shall close on July 1, 2011. The proposed rule will be submitted to the Indiana Supreme Court for approval by August 1, 2011, and the effective date of the rule is **January 1, 2012**.

Comments by the bar and the public should be made in writing and mailed to:

Hon. Vicki Carmichael, Judge of Clark Superior Court No. 1, Attn: Public Comment on Local Rules, Clark County Government Building, 501 E. Court Avenue, Jeffersonville, IN 47130.

A paper copy of the proposed local rule will be made available for viewing in the office of the Clerk of Clark County, Clark County Government Building, 501 E. Court Avenue, Jeffersonville, IN 47130 during normal business hours. Persons with Internet access may view the proposed local rule at the following website:

<http://www.in.gov/judiciary/rules/local>

Daniel E. Moore, Judge  
Clark Circuit Court

Vicki L. Carmichael, Judge  
Clark Superior Court No. 1

Jerry F. Jacobi, Judge  
Clark Superior Court No. 2

Joseph P. Weber, Judge  
Clark Superior Court No. 3

**RULE 4**  
**[LR10-AR00-4]**  
**FORM AND STYLE OF PLEADINGS**  
**FILING OF PLEADINGS**

**A. Signature Required.** Any pleading, motion, brief or paper filed by an attorney but not signed by an attorney admitted to practice in this state shall not be accepted for filing, or, if inadvertently accepted for filing, may upon discovery be stricken from the record by the Court upon its own motion and by an appropriate minute placed on the Chronological Case Summary. This rule does not prohibit the filing of any pleading, motion, brief or paper by a pro se litigant. Pro se litigants are required to adhere to these Local Rules.

**B. Paper Size.** All pleadings, motions, entries, orders, judgments and other papers shall be filed on letter size [8 1/2 x 11] paper.

**C. Identification.** Every pleading, motion, brief, and paper shall clearly identify the name, office address, telephone number, and Indiana Supreme Court Attorney Number of the individual attorney or attorneys filing same.

**D. Uniform Pleading Header.** Every pleading shall have a header in the following style:

**IN THE CIRCUIT COURT NO. \_\_\_\_\_ FOR CLARK COUNTY**  
**STATE OF INDIANA**

**E. Use of Paralegal.** All pleadings, motions, briefs and papers may be filed by the attorney's secretary or paralegal.

**F. Orders and Entries.** All proposed orders and entries shall reflect the name of the preparer under the indication "tendered by", shall be submitted in sufficient number for each person entitled to service, and shall contain a distribution list identifying by name and address each person entitled to service.

**F. Use of Special Judge.** If a case has a special judge, such fact shall be indicated by the words SPECIAL JUDGE (NAME) placed directly beneath the case number. Unless otherwise directed by a special judge after qualification, a copy of each document filed thereafter in the proceeding shall be served on the Special Judge at his private office or at the Court where the Special Judge regularly presides and the proof of service may reflect such service.

**G. Orders and Judgments by Magistrate.** Any Order or Judgment wherein a Magistrate has presided over the case in a criminal matter or Small Claims matter shall contain a signature line for the Magistrate only.

Any final and appealable Order or Judgment granted by a Magistrate in a civil matter, including but not limited to Judgments, Default Judgments, Summary Judgments, Dissolution Decrees, Adoption Orders and Foreclosure Judgments of any kind, shall include a Recommendation by the Magistrate and Approval by the presiding Judge as follows:

Recommended by: \_\_\_\_\_  
Magistrate

Approved by: \_\_\_\_\_  
Judge (Name of Judge)  
(Name of Court)